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PROGRAM DIRECTOR – JOB DESCRIPTION

Job Title: **Program Director – 0-5 & Family Services**
FLSA Status: Exempt
Reports to: Associate Executive Director

Location: Warlick Family Y
Job Grade: 391
Revision Date: Sept 2019

POSITION SUMMARY:

Develops, organizes and implements high quality YMCA 0-5 and Family Services programs. Works in alignment with the Program Quality Standards and the cognitive development of pre-school aged children.

ESSENTIAL FUNCTIONS:

1. Manages, directs and coordinates the 0-5 aged child care programs for the Warlick Family YMCA, and Family Services Programs. Ensures high quality programs and establishes new program activities. Expands program within the community in accordance with strategic and operating plans.
2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Develops, manages and controls budgets related to the position. Ensures program operates within budget and that program fees are collected.
4. Ensures that YMCA program standards are met and safety procedures followed.
5. Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
6. Develops and maintains relationships with parents and any other organizations and agencies related to assigned programs. Responds to all parent and community inquiries and complaints in a timely manner.
7. Provides staff leadership for annual fund raising campaign and committees as assigned.
8. Maintains proper records/department files.
9. Assists with all family events for the members of the Warlick Family YMCA
10. Organizes special events for families.
11. Assists with Program Committee meetings.
12. Works with the marketing department in the communication and distribution of program information.
13. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent.
2. One to two years related experience (as a coordinator or supervisor of child care programs preferred).
3. One to two years of staff supervision experience.
4. Must be at least 21 years of age or older.
5. Required trainings within 60 days of hire: Child Abuse Prevention, CPR/AED First Aid; Bloodborne Pathogens, New Employee Orientation
6. Fulfillment of state-specific hiring standards
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities.